



SUPERIOR COURT OF CALIFORNIA COUNTY OF MERCED

JOB ANNOUNCEMENT #13-19

CHILD CUSTODY RECOMMENDING COUNSELOR PART TIME – 2 DAYS A WEEK OPEN RECRUITMENT

Salary Range: Child Custody Recommending Counselor \$57.30 per hour

Filing Deadline: 4:30 p.m. January 3, 2014 (actual receipt)

Submit: All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. Only the most qualified candidates, as determined by the Court, will be invited for an interview. Faxed applications will not be accepted.

Definition: Under general direction, mediates disputes involving custody and visitation issues as adjunct to judicial action; prepares a variety of court reports and recommendations; performs related duties.

Education/Experience:

The combination of education and experience listed as follows are the minimum qualifications:

Education: Graduation from an accredited college or university with a Master's Degree in social work, psychology, marriage, family and child counseling.

Experience: (2) Two years experience in family and divorce counseling or psychotherapy.

Desirable License or Certificate:

- Possession of a valid Licensed Clinical Social Worker or Marriage, Family and Child Counselor license as issued by the State of California.

Necessary Employment Standards

Knowledge of:

- California Court System
- Statutes and procedures used in family law court, juvenile court and probate court
- Mediation and negotiation theories and techniques
- Individual and family counseling techniques
- Public and private community resources and referral agencies
- Psychology, child development, and family systems
- Written and oral communication standards, including correct usage of grammar, spelling and punctuation
- Basic database systems desired

Skill/Ability to:

- Understand, interpret and apply the states, court rules and case laws affecting the operation of family court services
- Evaluate and make recommendations concerning the effectiveness of counseling technique and procedures
- Establish rapport with individuals, couples, and families in working towards amicable solutions to custody and visitation
- Establish rapport and work cooperatively with judiciary, various county, community and other agencies or organizations providing counseling and related services
- Analyze problems and situations, and arrive at logical solutions
- Effectively communicate verbally and in written form
- Supervise, evaluate, discipline, and train staff
- Keyboard 30 words per minute
- Operate a personal computer and related software
- Produce typical reports using computer database
- Prioritize work and workload within department to meet deadlines
- Possession of, or ability to obtain, an appropriate, valid California driver's license

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Mediate disputes concerning parenting arrangements in cases involving divorce, separation, paternity, guardianships, and temporary restraining orders.
- Interview and make recommendations for pre-age marriages.
- Interview, investigate, and make recommendations in Custody Evaluations, Guardianships and Step-Parent Adoptions.
- Maintain records and statistical information regarding services provided as directed.
- Provide information and resources regarding divorce related matters to the public, attorneys, and agencies who seek assistance or counsel.
- Conduct education classes for the public dealing with the issues of divorce, separation, child custody, visitation, and child development as directed.
- Attend staff and other work-related meetings, workshops, seminars, and other continuing education opportunities, as needed.
- Maintain current knowledge in relevant subject matter, including relevant clinical and mediation literature.
- Perform related duties as assigned.

Apply:

Applications may be obtained from and submitted to:

Merced Superior Court
Human Resources
627 W. 21st St.
Merced, CA 95340
(209) 725-4103

or from our Web Site at www.merced.courts.ca.gov

Posted 5/18/12

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